

MEMORANDUM FOR THE DEPUTY SECRETARY

FROM: INGRID KOLB
DIRECTOR
OFFICE OF MANAGEMENT

TO: *(INSERT SECRETARIAL OFFICER'S NAME)*
(INSERT SECRETARIAL OFFICER'S TITLE)

SUBJECT: ACTION: Approval of *(Directive's Number and Title)*

ISSUE: The attached Directive from the Office of *(insert the Departmental Element)* has been reviewed through the Departmental Directives Program review process. All comments have been addressed and all issues have been resolved.

BACKGROUND: *(In this paragraph state the purpose and relevant information about the Directive.)*

SENSITIVITIES:

URGENCY: None. *(There are occasions when action documents must be signed by a specified date. Use designation to fully explain the urgency and why this document is being expedited through the system. If there is no urgency, state "None.")*

POLICY IMPACT:

RECOMMENDATION: That you approve this Directive.

ATTACHMENT

APPROVED: _____

DISAPPROVED: _____

DATE: _____